



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CSS-04-060(EH))

JOB TITLE: Office Assistant (OA), GS-303-5

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 10/14/04

CLOSING DATE: 10/27/04 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: None

STARTING SALARY: GS-05, \$27,597

Office Assistant (OA), GS-303-05, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Offender Processing Unit, Washington, DC.

DUTIES: The incumbent processes all incoming notices of action, release plans, interstate packets and warrant notices. Processes and maintains records and documents related to the work of the office. Prepares reports, instruction forms, memoranda and general correspondence. Researches, initiates, and prepares procurement requests, and follows-up on actions to ensure requests are complete. Provides personal assistance to the Program Manager in areas such as scheduling appointments, answering telephone inquiries and forwarding calls to appropriate staff member. Prepare Time and Attendance for the team.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the GS-4 level, or 4 years above high school. **Specialized experience** is experience in processing release plans, interstate packets, warrant notices and explaining resources, services and administrative processes to offenders and general public. Providing personal assistance in areas such as answering telephones, scheduling appointments, preparing T&A's, maintaining office files and documents related to the work of the office.

Time-in-grade restrictions apply for current Federal employees. You must have one year equivalent to at least the GS-04 level to be eligible for the GS-05 level. Candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

Applicants must be a qualified typist with a typing speed of 40 words per minute or more. Applicants must provide certification of typing speed at the time of application submission. This certification may be in the form of a signed and dated document stating your typing ability.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for their final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

1. Ability to communicate orally with individuals of a diverse background.
2. Knowledge of Parole and Probation Intake functions, policies and procedures.
3. Skill in managing a filing system.
4. Ability to effectively apply administrative and security policies and procedures in an environment with daily and direct contact with offenders and the general public.

On a separate sheet of paper, address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc., relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans must submit their DD-214 as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency

Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to

satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.